


## JOB DESCRIPTION

# Detective

Date of Last Revision: April, 2021

 <b>WESTERLY</b> Rhode Island	<b>DEPARTMENT</b>	Police		
	<b>REPORTS TO</b>	Shift Supervisor		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Shift Supervisor, the Detective is responsible for investigation of major crimes and accidents.

### ESSENTIAL JOB FUNCTIONS

- Investigates various incidents, criminal and non-criminal; questions witnesses; may investigate internal affairs situations and perform undercover work as required.
- Examines crime scenes to obtain clues and gather evidence; processes and supervises crime scenes through the collection, preservation, documentation, and analysis of evidence.
- Prepares and files detailed investigative reports.
- Interacts with other law enforcement agencies and the district attorney's office to collect and distribute criminal intelligence information.
- Processes evidence, prepares court cases, and provides legal testimony.
- Oversees the work of law enforcement personnel at crime scenes.

### ADDITIONAL JOB FUNCTIONS

- Other duties and projects as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### **KNOWLEDGE of:**

- Principles, practices, and methods of modern police administration and operations.
- Law enforcement and public safety procedures and techniques.
- Written directives and applicable Federal and State statutes and Town ordinances.
- The geography of the Town, including landmarks, traffic arteries, and socio-economic characteristics of the area.
- Criminal investigation procedures, practices, techniques, and activities.

#### **SKILLS in:**

- The use of firearms and such other regular and special equipment as assigned.
- Skill in completing accident and criminal investigations.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with others.

**ABILITY to:**

- Keep informed of any changes to Local, State, and Federal law, and familiarity with all departmental policies and procedures.
- Write accurate reports, proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.
- Tolerate stress in multitude of forms and maintain a balanced perspective.
- Operate a motorized vehicle in non-emergency and emergency situations.
- Demonstrate good service skills with the ability to problem solve.
- Utilize a computer and department software.
- Handle confidential material and information in an ethical and professional manner.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports.
- Work hours beyond the regularly scheduled work day when needed and pre-approved

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- High School Diploma or GED Equivalent.
- Minimum of two (2) years as a police officer.

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Rhode Island Police Officer Certification.

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL DEMANDS *including:***

- Routine exposure to extreme weather conditions (sometimes for prolonged periods of time), including but not limited, to extreme heat or cold, high humidity, rain, snow, and high winds.
- Exposure to personal danger, including but not limited to armed and/or dangerous persons/animals; persons and/or articles contaminated with communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, and other similar dangers or hazards.
- Noise level in the work environment may be quiet or loud.
- Exposure to stressful situations.

**PHYSICAL DEMANDS *including:***

- Walking, standing or sitting (particularly when driving) for lengthy periods of time.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate police equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility and dexterity sufficient to handle and operate firearms, subdue resisting individuals, force entry into buildings, and drag, push, pull, carry or move injured persons.
- Running, climbing, jumping, crawling, etc.
- Ability to occasionally lift and/or move up to fifty (50) pounds.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*